

MONROE COUNTY

JOB DESCRIPTION

Position Title: FIRE CHIEF AIRPORT RESCUE		Date: 11/22/05
Position Level: 11	FLSA Status: Exempt	Class Code: 11-30

GENERAL DESCRIPTION

Primary function is to oversee all aspects of the Airport Fire Department such as supervise airport rescue firefighters, supervise the development and documentation of all training programs, schedule maintenance of crash vehicles and all related equipment, supervise the inspection of airport runway lighting, quarterly inspections of fueling agent facilities, Incident commander of airport emergencies-establish command of all airport emergencies and direct firefighting and rescue operations. Order supplies, schedule station workloads, perform employee performance evaluations. Responsible for FAA inspections and Triennial Exercises of the Airport Emergency Plan.

KEY RESPONSIBILITIES

1. Direct fire and rescue operations.*
2. Present documentation and represent the Airport Fire Department at the FAA periodic certification inspection.
3. Perform to a mock drill put on by FAA during the annual inspection to show response time and prove proficiency of the ARFF abilities to use ARFF required equipment and its working order.
4. ARFF training curriculum and training records including a certificate for the completion of the annual live-fire drill training from an approved facility for all Airport Firefighters.
5. Directs basic emergency medical care training for all Airport Firefighters.
6. Directs quarterly inspections of fueling agent facilities and maintain records of the inspections.
7. Coordinate with outside agencies, i.e. City Police, City Fire Department, City Rescue, County EMS, Monroe County Sheriff's Office, Navy Fire and EMS, etc.
8. Analyze records and reports to ensure efficient operations.
9. Direct maintenance and proper operation of airport firefighting apparatus and equipment.
10. Supervise, evaluate and discipline firefighters as required.
11. Responsible for the hiring and firing of Airport Fire Dept. personnel.
12. Managerial role in Union Negotiations.
13. Maintain records of maintenance and personnel.
14. Order supplies, equipment, tools, etc.
15. Develop, execute and document at least one table top training drill per year.
16. Document Annual reviews of the Airport Emergency Plan.
17. Develop, execute and document a triennial exercise of the Airport Emergency Plan.
18. Perform airport self inspections and maintain records showing all corrective actions taken, such as work orders.
19. Maintain and perform Dry Chemical Systems Inspections.
20. Maintain records of accidents and incidents of aircraft.
21. Supervise the inspection of airport runway lighting to insure of its proper operation. Report and defects to maintenance for corrective actions.
22. Maintain a water rescue plan.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a

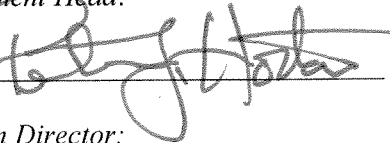
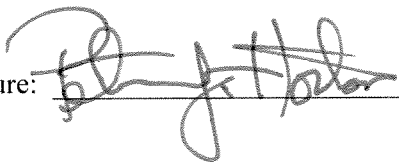
comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: FIREFIGHTER CHIEF, AIRPORT RESCUE	Class Code:	Position Level: 11
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KEY JOB REQUIREMENTS	
<i>Education:</i>	Associate's Degree in related fields or two years of ARFF firefighter Command level experience, State of Florida Firefighter Minimum Standards Certification, Basic and Advanced ARFF Training Certification, First Responder Certification, current CPR Certification and ARFF Incident Command Certification.
<i>Experience:</i>	Two (2) years experience in ARFF Command level authority. Must also be in possession of a valid driver's license State of Florida Class "D" driver's license at time of appointment. Applicant must be a non user of tobacco products for at least one year prior to the date of application.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the entire department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department and Agency.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedures, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems. Provides strategic leadership while conducting command over a unified command system involving a multi-agency approach of an airport emergency.
<i>Decision Making:</i>	Highly Complex: Supervision is present to establish and review Departmental and/or Divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions. Responsible for interpretation and adherence to Federal Aviation Regulations Part 139, TSA Security regulations and National Transportation Safety Administration Regulations. Ultimate responsibility for Incident Command on all incidents that occur at the airport. Coordinates and command the mutual aid response team consisting of multi-agencies.
<i>Communication with Others:</i>	Requires regular contact with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for making recommendation within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.
<i>Working Conditions/ Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
<i>On Call Requirements:</i>	On Call 24 hours a day to respond to disasters and emergencies.
<i>Other:</i>	Requires Florida State Certified Firefighter, First Responder or EMT and valid Florida Drivers License.

APPROVALS


Department Head:

Name:  Signature:  Date: 11-28-05

Division Director:

Name: _____ Signature: _____ Date: _____

County Administrator:

Name: Thomas S. Will Signature:  Date: 12/6/05

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____